

AUTO PARTS CLERK

A student who has completed the Job Corps Auto Parts Clerk program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Auto Parts Clerk training, a student must master skills in these categories:

SAFETY

Practice safe procedures while handling and storing merchandise; practice safety on the job; identify and practice safety and health regulations prescribed by OSHA; identify, check and use fire extinguisher; demonstrate use of Material Safety Data Sheets (MSDS); explain what the "Right to Know" laws mandate.

HOUSEKEEPING DUTIES

Clear aisles; dust, clean and sweep; clean shelves and displays; front the merchandise.

OPENING AND CLOSING BUSINESS

Prepare the computer for business; balance cash register at the end of business day.

RECEIVING MERCHANDISE

Open incoming freight and check for damage and/or defects; apply price labels to merchandise and prepare for stocking; check incoming merchandise and post to computer.

STOCKKEEPING AND INVENTORY

Take physical inventory; refill bins from stock orders and/or stock on hand; explain how an inventory control system works; maintain perpetual inventory.

SELLING MERCHANDISE

Practice customer relations; demonstrate how to handle telephone inquiries; locate and pull items from bins; explain the difference between price classifications; assemble orders at counter and write invoices and/or sales slips.

DELIVERY AND SHIPPING MERCHANDISE

Pack orders for delivery and shipment; deliver orders to customers or commercial carriers.

CLERICAL AND OTHER DUTIES

Prepare and construct displays; file claims for shortages or damaged merchandise; file invoices; prepare credit memorandums; understand the Defective Parts Claims Process and how it works.

IDENTIFY AUTOMOTIVE SYSTEMS

Determine types and sizes of tires for vehicles.